Construction Inspection Checklists

Inspections before, during, and after construction are required to ensure that Stormwater Management Plans (SWMPs) are built in accordance with the approved plan. Inspectors will use detailed inspection checklists that require sign-offs by qualified individuals at critical stages of construction to ensure the contractor's interpretation of the plan is consistent with the designer's intent.

This appendix includes the following construction phase inspection checklists (see Figures L.1 through L.13):

- Green Roof Construction Inspection Report
- Rainwater Harvesting Construction Inspection Report
- Impervious Surface Disconnection Construction Inspection Report
- Permeable Pavement System Construction Inspection Report
- Bioretention Construction Inspection Report
- Sand Filter Construction Inspection Report
- Infiltration Device Construction Inspection Report
- Open Channel System Construction Inspection Report
- Pond, Wetland, and Storage Practices Construction Inspection Report
- Stormwater Management Facilities Inspection Report
- Tree Planting and Preservation Construction Inspection Report
- Stormwater Management Standard Testing Record
- Green Area Ratio Landscape Checklist

The checklists are subject to change with the latest versions available at https://doee.dc.gov/swguidebook

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

Construction and Maintenance Branch
Green Roof Construction Inspection Report

Building Permit #: _____ Plan #: _____ Lot:_____ Square: _____

Project Address: _____Ward_____

Contractor:_____ Email: _____

Engineer:_____ Email: _____

Date Started:_____ Final Inspection Date:_____ As-Built Plan Due Date: _____

Green Roof Type: Extensive _____ Intensive _____ New Construction _____ Retrofit of Existing Roof _____

Inspection Item	No	Yes	Remarks	Date
Green Roof Components: Roof/deck type: __ Concrete __ Metal __ Wood __ Other (specify): ***Note**: Certain roof materials, such as exposed treated wood and uncoated galvanized metal, may not be appropriate for green rooftops due to pollutant leaching through the media.* Is adequate waterproofing layer(s) provided? Identify type of system ☐ Tray system ☐ Built in place system ☐ Other _____(Specify) Do the root barrier, insulation, moisture retention layer, filter fabric, and drainage layers meet plan specifications? (*Attach invoice and manufactures' certifications*) Does the growing media meet plan specifications? Verify depth of growing material. (*Attach invoice and manufacturer's certifications.*) Does the vegetation layer meet plan specifications? (species mixture, coverage) Verify vegetation source— ☐ Plugs ☐ Seeds ☐ Pre grown mat. ☐ Other _____ (Specify) (*Attach invoice and laboratory certification.*) Does the metal curbing and flashing meet plan specifications? (*Attach invoice and manufacturer's certifications.*) Do pedestals and pavers and non-vegetated areas meet plan specifications (type and location)?				

Figure L.1 Green Roof Construction Inspection Report.

Inspection Item	No	Yes	Remarks	Date
Water Source: ☐ Irrigation system ☐ Hose bib ☐ Other _____(Specify) Is there a post-construction leak detection device?				
Solar Panels and Other Structures (if applicable): Are solar panels present? Are they installed in accordance with the plan? Is there 3 feet of separation between rows of panels? Is the lower edge of the panels at least 1 foot above the top of the green roof and the upper edge at least 2.5 feet above the top of the green roof? Are structures above the green roof 6.5 feet wide or less?				
Plantings and Housekeeping: Do plants meet size and variety specifications? Have all planting waste materials, and construction trash and debris been pickup and removed from the roof?				
Maintenance Plan: Is an approved maintenance plan provided to the person responsible for maintenance/owner?				

Owner/ Agent_____ Inspector _____Date_____

Figure L.1 (continued)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

Construction and Maintenance Branch
Rainwater Harvesting Construction Inspection Report

Building Permit # _____ Plan and File # _____ Lot: _____ Square: _____

Project Name and Address: _____ Ward: _____

Contractor: _____ Email _____

Engineer: _____ Email _____

Responsible For Maintenance: _____ Email _____

Date Started: _____ Final Inspection Date: _____ As-Built Plan Due Date: _____

Inspection Items	Yes	No	Remarks	Date Completed
Contributing Drainage Area: Does the rooftop area draining to the tank match the plans?				
Conveyance: Do the gutters and downspouts meet specifications with the correct sizing, elevation, and slope?				
Pretreatment Is there pretreatment mechanism installed? Check all that apply: ☐ First flush diverter ☐ Hydrodynamic separator ☐ Roof washer ☐ Leaf and mosquito screen (1 mm mesh) ☐ Other: _____				
Pump System (where Applicable): Has the pump and piping to end-uses (indoor, outdoor irrigation, or tank dewatering release) been properly installed? (A copy of plumbing sign off may be needed.) Is a treatment process/system installed? Check all that apply and provide type/process: ☐ Filtration ☐ Disinfection: Type:_____ ☐ Other: _____				
Overflow System: Overflow device is directed as shown on plans				
Catchment area and overflow area are stabilized				
Secondary stormwater treatment practice(s) (if applicable) is installed as shown on plans				
Final Inspection: Is water conveyed into tank and to end-uses appropriately? Has the system been commissioned? Include documentation of commissioning.				

Owner/ Agent_____ Inspector _____Date_____

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Figure L.2 Rainwater Harvesting Construction Inspection Report.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

Construction and Maintenance Branch

Impervious Surface Disconnection Construction Inspection Report

Building Permit #: _____ Plan #: _____ Lot:_____ Square: _____

Project Address: _____Ward_____

Contractor:_____ Email: _____

Engineer:_____ Email: _____

Responsible for Maintenance:_____ Email: _____

Disconnection Type: Simple _____ Dry Well _____ Rain Garden _____ Other _____

Date Started: _____ Final Inspection Date: _____ As-Built Plan Due Date: _____

Inspection Items	Yes	No	Remarks	Date
Site Preparation: Have erosion and sediment controls been properly installed and maintained according to approved plans?				
Do site excavation and grading conform to the site plans?				
Has the pervious receiving area avoided compaction during excavation?				
Contributing Drainage Area: Does the impervious area draining to the receiving pervious area match the plans?				
Practice Geometry: Does the receiving pervious area match the dimensions and slopes shown on the plan?				
Has a secondary practice been installed according to plan (if required)?				
Vegetation: Does the pervious area vegetation comply with the approved planting plan and specification?				
Topsoil mixture, soil amendments, and soil compaction comply with plan (if required)				
Final Inspection: Have the contributing impervious area and the receiving pervious area been stabilized? Can water flow properly into the receiving pervious area?				

Owner/ Agent_____ Inspector _____Date_____

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Figure L.3 Impervious Surface Disconnection Construction Inspection Report.

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Department of Energy and Environment

Construction and Maintenance Branch

Permeable Pavement - CONSTRUCTION INSPECTION REPORT

Building Permit # _____ Plan and File # _____ Lot: _____ Square: _____

Project Address: _____ Ward: _____

Contractor: _____ Email _____

Engineer: _____ Email _____

Responsible For Maintenance: _____ Email _____

Date Started: _____ Final Inspection Date: _____ As-Built Plan Due Date: _____

Inspection Items	Yes	No	Remarks	Date Completed
Permeable pavement type: __ Standard __ Enhanced **Site Preparation:** Have erosion and sediment controls been properly installed according to approved plans?				
Is storm water runoff being diverted around the facility?				
Has the contributing drainage area been fully stabilized?				
Subgrade Preparation: Is subgrade suitable free of debris, standing water, properly graded?				
If enhanced design (for infiltration), is subgrade compaction avoided?				
Filter Layer or Filter Fabric (where Applicable): Does the filter layer and/or filter fabric meet the specifications and is it installed according to the plan specifications?				
Underdrain and Reservoir Layer: Does the underdrain meet specifications with correct hole pattern, elevation, slope, size, and number?				
Are caps placed on the upstream (but not the downstream) ends of the underdrains ? Is the upstream end of the underdrain capped?				
Does the stone reservoir meet specifications (clean, washed, free of fines) and is it installed to design depth?				
Is at least 2 inches of aggregate provided above and (*for standard design*) a maximum of 2 inches below the underdrains?				
Surface Material: Does the surface material meet the specification and has it been properly installed?				
Is the surface slope to spec (max 5%) and can runoff spread evenly across it?				
Has the surface material had adequate curing time (for Porous Asphalt and Pervious Concrete)?				
Is the surface free of fines and areas of clogging?				

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Figure L.4 Permeable Pavement System Construction Inspection Report.

Over Flow Drain (where Applicable): Is overflow invert at correct elevation?				
Observation Well: Is observation well(s) placed per plan specification?				
Setback: If facility is within 10 feet of property line/building, is adequate waterproofing protection provided?				
Final Inspection: Observation well(s)/cleanout(s) free of construction debris and sediment? Can water infiltrate properly into the practice?				

Note: Material invoices and certifications should be submitted to show conformance to specifications.

Owner/Agent_____ Inspector _____ Date_____

Figure L.5 (continued)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

Construction and Maintenance Branch

Bioretention Construction Inspection Report

Building Permit #: _____ Plan and File#: _____ Lot:_____ Square: _____

Project Address: _____Ward_____

Contractor:_____ Email: _____

Engineer:_____ Email: _____

Responsible For Maintenance:_____ Email: _____

Date Started: _____ Final Inspection Date: _____ As-Built Plan Due Date: _____

Inspection Items	Yes	No	Remarks	Date
Bioretention type : Standard _____ Enhanced _____ **: Online _____ Offline _____** **Inflow/Overflow:** Are inflow/overflow/outflow inverts at the correct elevations? Is stormwater runoff being diverted around practice during construction (if possible)? Is adequate erosion and sediment control measure(s) placed/installed around the bioretention? Is inflow pipe to practice covered with filter fabric to prevent debris from entering? Is pretreatment provided per the approved plan ? Is ponding depth per design (3 inches minimum, 18 inches maximum)?				
Grading: Has bioretention area been graded as indicated in the plan? If design includes infiltration, is subgrade compaction avoided??				
Setback: If facility is within 10 feet of property line/building, is adequate waterproofing membrane provided?				
Underdrain and Aggregate Layer: Does the underdrain have 3/8" holes spaced at least every 6"?				

Figure L.6 Bioretention Construction Inspection Report.

Inspection Items	Yes	No	Remarks	Date
Does the underdrain meet plan specifications for elevation and slope? Are cleanouts/observation wells and caps installed according to the plan specifications? Does the aggregate meet plan specifications? Does the aggregate depth match the plan?				
Filter Media: Does the filter media meet specifications? (*Attach lab report and material certification.*) Does the filter media depth match plan specifications?				
Plant Materials: Are all plants installed as per landscape plan? Is mulch/top soil installed as per plan specifications? Has the contributing drainage area been fully stabilized?				
Observation Well: Are cleanouts/observation wells free of construction debris and soil?				

Owner/ Agent_____ Inspector _____Date_____

Figure L.5 (continued)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

Construction and Maintenance Branch

Sand Filter Construction Inspection Report

Building Permit # _____ Plan and File # _____ Lot: _____Square: _____

Project Address: _____

Sewer Type: CSS_____MS4_____ Other _____Ward: _____

Contractor: _____ Email _____

Engineer: _____ Email _____

Responsible For Maintenance: _____ Email _____

Date Started: _____ Final Inspection Date: _____

Structure Type: Cast in placed ____ Prefabricated ____ Name of Plant: _____

As-Built Plan Due Date: _____

Inspection Items: Yes	No	Remarks	Date Completed
Subgrade: Is sub grade suitable? (free of debris, standing water) Is a subgrade Suitability Certification provided?			
Prefabricated Structure: Are shop drawings provided? Do type and location of openings meet specifications?			
Cast-In-Place Structure: Are structural drawings provided? Is a certification provided on steel placement? Is a load ticket provided showing concrete strength and mix? Is a certification provided for concrete placement?			
Access: Access for each chamber provided? (manholes, doors, steps, ladder)			

Figure L.7 Sand Filter Construction Inspection Report.

Leak Test: Does the leak test meet specifications? (Attach Form)		
Inflow Chamber: Does the orifice/ submerged weir opening meet specifications of the approved plan? (dimensions) Is overflow/bypass installed per approved plan? (size, support, sealed)		
Filter Chamber : Is underdrain installed per approved plan? (specifications, number size and spacing of holes) Is filter bed installed per approved plan? (specifications of sand, gravel and filter cloth) **(Attach Materials Invoice)**		
Outflow Chamber: Dewatering valve installed per approved plan? Are perforated pipe openings installed? Sump pit required?		
Back Fill: Does backfill soil conform to specifications? Is a certification for lift, thickness and density test provided?		

Owner/ Agent_____ Inspector _____Date_____

Figure L.6 (continued)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

Construction and Maintenance Branch

Infiltration Device Construction Inspection Report

Building Permit # _____ Plan # _____ Lot: _____ Square: _____

Project Address: _____

_____ Ward: _____

Contractor: _____ Email _____

Engineer: _____ Email _____

Responsible For Maintenance: _____ Email _____

Date Started: _____ Final Inspection Date: _____

Structure Type: Infiltration Trench _____ Dry Well _____ Other _____

As-Built Plan Due Date: _____

Inspection Items	Yes	No	Remarks	Date Completed
Infiltration device				
Is the infiltration device located as per approved plan?				
Are dimensions per approved plan specifications? (width, depth, length or diameter and depth)				
Is the soil consistent with soil boring results and are infiltration test holes location s indicated?				
Does the filter fabrics meet the approved plan specifications and is installed per the approved plan specifications?				
Does all sand, stone or aggregate types meet the approved plan specifications?				
Connections				
Do under drain, overflow or retention structure meet the approved plan specifications? (Circle One) Connected to MS4 or CSS?				
Are cleanouts installed per approved plan?				
Are invoices provided for all materials?				
Back Fill and Stabilization				
Does the back fill comply with the approved plan specifications?				

Contractor/Engineer _____ Inspector _____ Date _____

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Figure L.8 Infiltration Device Construction Inspection Report.

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Department of Energy and Environment

Construction and Maintenance Branch

Open Channel System Construction Inspection Report

Building Permit #: _____ Plan and File#: _____ Lot:_____ Square: _____

Project Name and Address: _____Ward_____

Contractor:_____ Telephone: _____

Engineer:_____ Telephone: _____

Responsible for Maintenance:_____ Telephone: _____

Open Channel System Type: Grass Channel _____ Dry Swale _____ Wet Swale _____ Other _____

Date Started: _____ Final Inspection Date: _____ As-Built Plan Due Date: _____

Inspection Items	Yes	No	Remarks	Date
Site Preparation: Have erosion and sediment controls been properly installed and maintained according to approved plans?				
Is stormwater runoff being diverted around the practice?				
Has the contributing drainage area been fully stabilized?				
Practice Geometry: Are the practice dimensions and longitudinal slope correct as shown on the plans?				
Are the channel side slopes no steeper than 3:1?				
Have the check dams been properly installed and to the correct elevations (where applicable)?				
Pretreatment: Are the pretreatment facilities installed according to the approved plans?				
Vegetation: Does the channel surface vegetation comply with the approved planting plan and specification?				
Topsoil mixture, soil amendments, and soil compaction comply with plan (if required)				
Over Flow (where Applicable): Is overflow invert at correct elevation?				

Figure L.9 Open Channel System Construction Inspection Report.

Inspection Items	Yes	No	Remarks	Date
Has the outfall been constructed with adequate protection as specified on the plans?				
Dry Swale Designs (where Applicable): Does planting soil meet design specifications?				
Does the underdrain meet specifications with correct hole pattern, elevation, and slope?				
Are at least 2 inches of aggregate provided above and below the underdrains?				
Does the reservoir storage layer drains within 72 hours?				

Owner/Agent _____ Inspector _____ Date _____

Figure L.8 (continued)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

Construction and Maintenance Branch
Pond, Wetland, and Storage Practices - CONSTRUCTION INSPECTION REPORT

Building Permit # _____ Plan and File # _____ Lot: _____ Square: _____

Project Address: _____ Ward: _____

Contractor: _____ Email _____

Engineer: _____ Email _____

Responsible For Maintenance: _____ Email _____

Type of Facility: Wet Pond _____ Wetland _____ Dry Pond _____ Underground Detention _____ Other _____

Date Started: _____ Final Inspection Date: _____ As-Built Plan Due Date: _____

Inspection Items	Yes	No	Remarks	Date Completed
Contributing Drainage Area: Does the area draining to the practice match the plans?				
Practice Geometry: Are the practice dimensions correct as shown on the plans?				
Are the pond side slopes no steeper than 3:1?				
Is a geotextile or clay lining provided (where appropriate)?				
Is the practice installed to the proper depth as shown on the plans?				
Pretreatment: Has the forebay been properly sized and designed as according to the plans?				
Outfall: Has the outfall been constructed with adequate protection as specified on the plans?				
Is the outfall channel lined with filter cloth and is large rip-rap provided?				
Is an emergency spillway provided?				
Overflow and Trash Rack: Has the riser or outflow structure been properly installed and to the correct elevations?				
Has a trash rank been properly installed according to the approved SWM plan?				
Pond Buffer/Vegetation (where applicable): Do the buffer dimensions match the plans?				
Is an aquatic bench properly installed?				
Does the vegetation comply with the approved planting plan and specification?				
Final Inspection: Has the contributing drainage area been properly stabilized?				
Does the site have proper maintenance and inspection access?				

Owner/Agent _____ Inspector _____ Date _____

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Figure L.10 Pond, Wetland, and Storage Practices Construction Inspection Report.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

Construction and Maintenance Branch
Stormwater Management Facilities Inspection Report

Building Permit # _____ Plan #_____ Lot: _____ Square: _____

Project Address: _____ Ward: _____

Contractor: _____ Email _____

Engineer: _____ Email _____

Responsible For Maintenance: _____ Email _____

Date Started: _____ Final Inspection Date: _____

Structure Type: _____ Serial # _____

Cast in Place: _____ Pre- Cast _____ Plant Location: _____ Certification _____

As-Built Plan Due Date: _____

Inspection Items	Yes	No	Remarks	Date Completed
Site Preparation: Is subgrade suitable?(free of debris, standing water) Is a subgrade suitability certification provided?				
Inlets: Do inlets meet plan specifications? (type, number and size)				
Structure: Do type and location of openings meet plan specifications? Are all components installed as per plan specifications? (media cartridges, weirs, inverted pipes, tees and ports)				
Access: Access for each chamber, including inlets where applicable provided? (manholes, doors, steps, ladders)				
Backfill : Does back fill meet specifications? Is a certification for lift, thickness and density test provided?				
System Cleaned:				

Owner /Agent_____ Inspector_____ Date_____

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Figure L.11 Stormwater Management Facilities Inspection Report.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Energy and Environment

Construction and Maintenance Branch

Tree Planting and Preservation Construction Inspection Report

Building Permit # _____ Plan and File # _____ Lot: _____ Square: _____

Project Address: _____ Ward: _____

Contractor: _____ Email _____

Engineer: _____ Email _____

Responsible For Maintenance: _____ Email _____

Date Started: _____ Final Inspection Date: _____ As-Built Plan Due Date: _____

Project Address: _____ File and WPD No.: _____

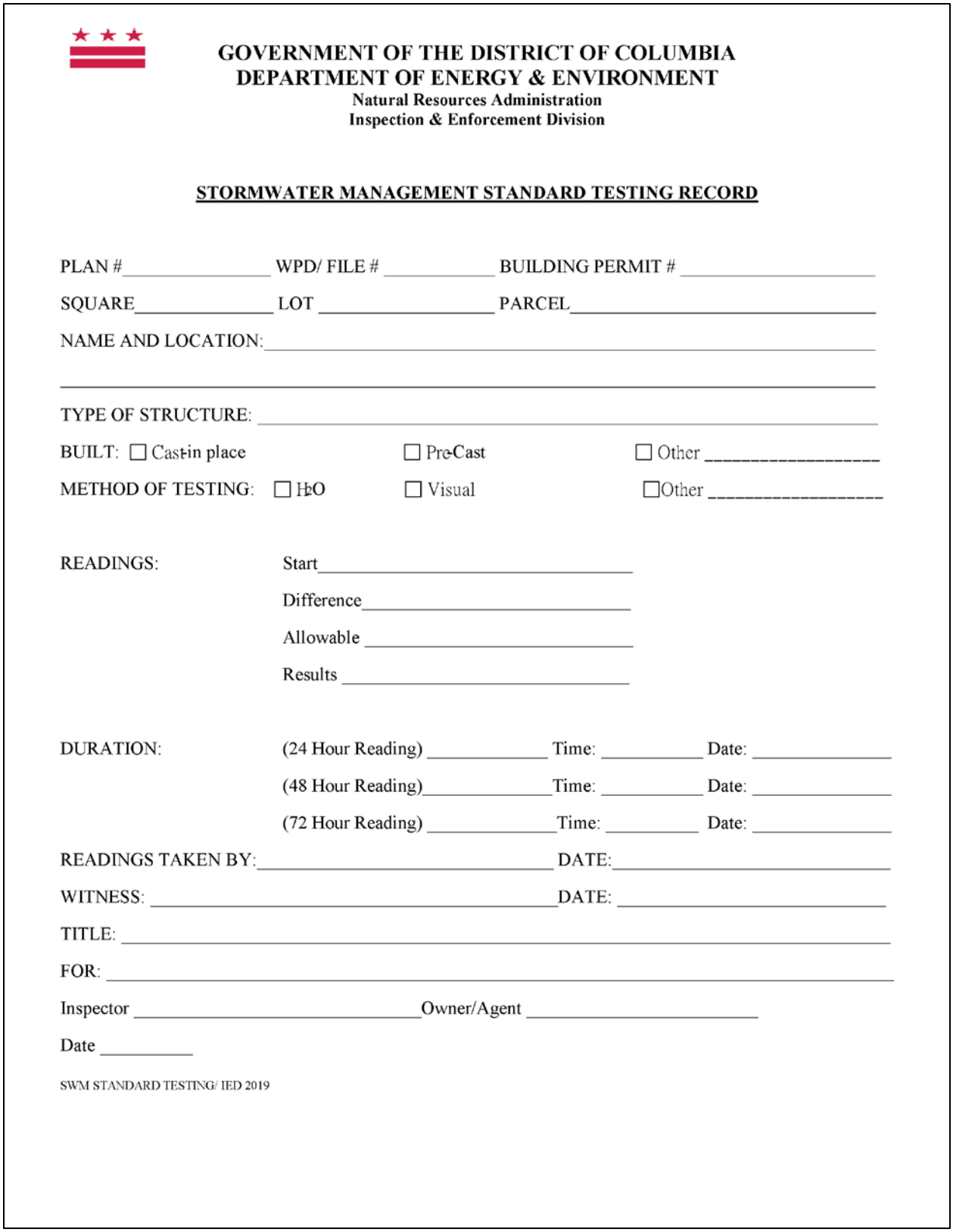
Inspection Items	Yes	No	Remarks	Date Completed
Tree Preservation: Is there an arborist report that includes an inventory of trees; trees to preserve; a description of tree & soil protection during and after construction; and the selection of tree species to be preserved? Does the arborist report match the stormwater management plan?				
Planting Sites: Is there at least 2 cubic feet of useable soil per square foot of average mature tree canopy?				
Planting Techniques: Is the root collar exposed? Are erosion control blankets or other appropriate practices in place on steep slopes? With slopes steeper than 3:1, are trees planted on a level space on the slope?				

Figure L.12 Tree Planting and Preservation Construction Inspection Report.

Post-Planting Tree Protection: Has 2-4 inches of organic mulch been spread over the soil surface out to the drip line of the tree? Are trees staked only if there is a concern of vandalism or windy exposure? In areas with known deer presence and especially in or adjacent to parks, natural areas, and open spaces, has deer protection been installed in the form of trunk guards or welded-wire fencing?				

Owner/ Agent_____ Inspector _____Date_____

Figure L.13 (continued)



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF ENERGY & ENVIRONMENT
Natural Resources Administration
Inspection & Enforcement Division

STORMWATER MANAGEMENT STANDARD TESTING RECORD

PLAN #_____ WPD/ FILE # _____ BUILDING PERMIT # _____

SQUARE_____ LOT _____ PARCEL_____

NAME AND LOCATION:_____

_____

TYPE OF STRUCTURE: _____

BUILT: ☐ Cast-in place ☐ Pre-Cast ☐ Other _____

METHOD OF TESTING: ☐ H_2O ☐ Visual ☐ Other _____

READINGS: Start_____

Difference_____

Allowable _____

Results _____

DURATION: (24 Hour Reading) _____ Time: _____ Date: _____

(48 Hour Reading)_____Time: _____ Date: _____

(72 Hour Reading) _____Time: _____ Date: _____

READINGS TAKEN BY:_____ DATE:_____

WITNESS: _____DATE: _____

TITLE: _____

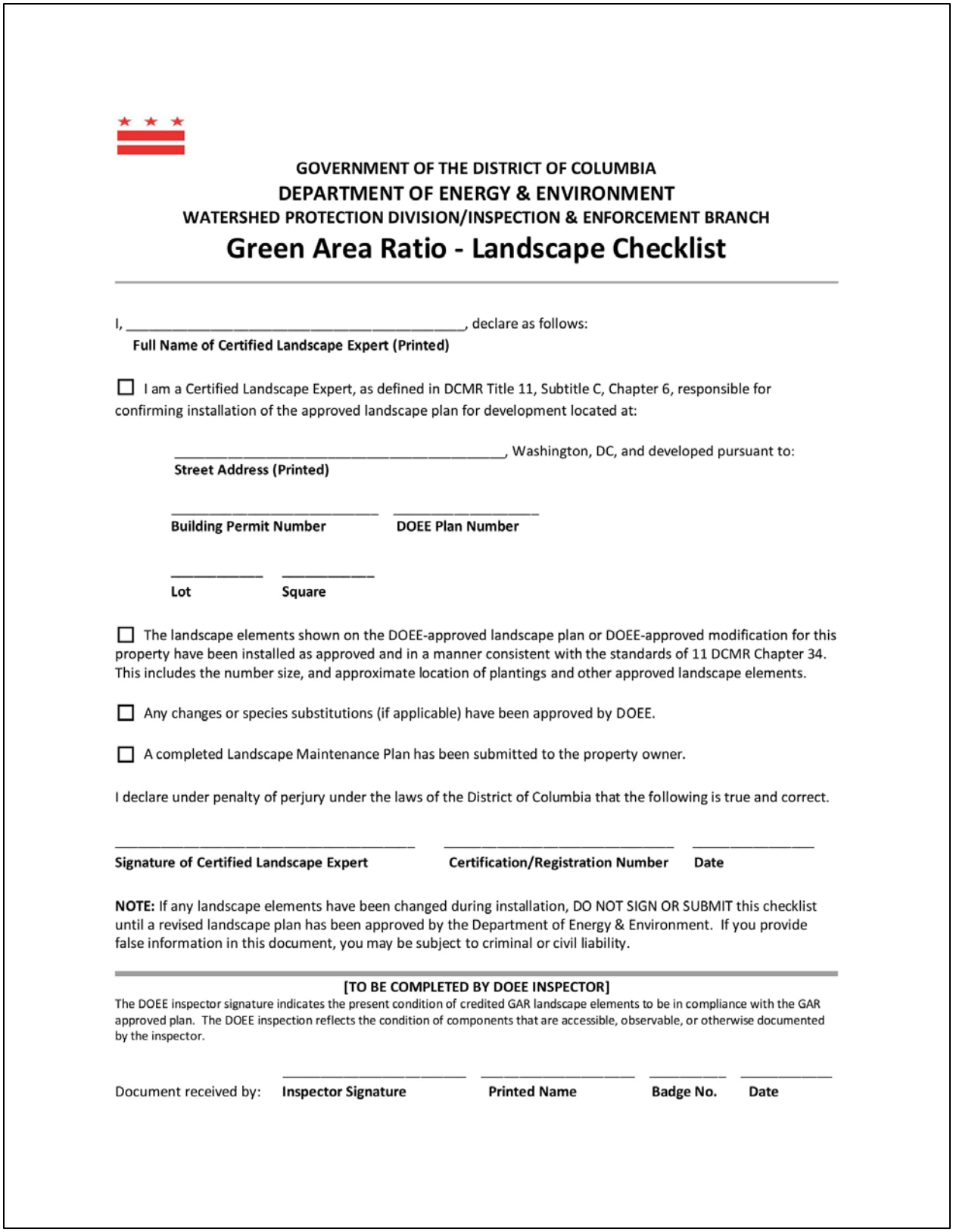
FOR: _____

Inspector _____Owner/Agent _____

Date _____

SWM STANDARD TESTING/ IED 2019

Figure L.14 Stormwater Management Standard Testing Record.



GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF ENERGY & ENVIRONMENT
WATERSHED PROTECTION DIVISION/INSPECTION & ENFORCEMENT BRANCH

Green Area Ratio - Landscape Checklist

I, _____, declare as follows:
Full Name of Certified Landscape Expert (Printed)

☐ I am a Certified Landscape Expert, as defined in DCMR Title 11, Subtitle C, Chapter 6, responsible for confirming installation of the approved landscape plan for development located at:

_____, Washington, DC, and developed pursuant to:
Street Address (Printed)

_____ _____
Building Permit Number **DOEE Plan Number**

_____ _____
Lot **Square**

☐ The landscape elements shown on the DOEE-approved landscape plan or DOEE-approved modification for this property have been installed as approved and in a manner consistent with the standards of 11 DCMR Chapter 34. This includes the number size, and approximate location of plantings and other approved landscape elements.

☐ Any changes or species substitutions (if applicable) have been approved by DOEE.

☐ A completed Landscape Maintenance Plan has been submitted to the property owner.

I declare under penalty of perjury under the laws of the District of Columbia that the following is true and correct.

_____ _____ _____
Signature of Certified Landscape Expert **Certification/Registration Number** **Date**

NOTE: If any landscape elements have been changed during installation, DO NOT SIGN OR SUBMIT this checklist until a revised landscape plan has been approved by the Department of Energy & Environment. If you provide false information in this document, you may be subject to criminal or civil liability.

[TO BE COMPLETED BY DOEE INSPECTOR]

The DOEE inspector signature indicates the present condition of credited GAR landscape elements to be in compliance with the GAR approved plan. The DOEE inspection reflects the condition of components that are accessible, observable, or otherwise documented by the inspector.

Document received by: _____ _____ _____ _____
Inspector Signature **Printed Name** **Badge No.** **Date**

Figure L.15 Green Area Ratio Landscape Checklist